

Statewide Image Users Group

DATE: 7/18/07 TIME: 9:00AM LOCATION: 100 N. 15th Ave. Rm 303

ATTENDANCE:

AGENDA:

Lori Massegee – ADOA	1. Introductions – Lori Massegee
Patrick Quain – ADOA	2. User Group Mission/Goals – Lori Massegee - User Feedback
John Harrell - ADOA	3. Project Success Story
Laurie Sletten – ASLAPR	4. Centralized Documentation Location – Laurie Sletten - FAQs - Templates - Guidance, etc.
Christy Black - GITA	5. Roundtable – All

NOTES:

1. Lori Massegee opened the meeting with a round of introductions. 13 Divisions from 10 Agencies and City entities were represented.
2. A review of recommended goals for the Statewide Image Users Group was reviewed and several additions were made to the listing. The goals include:
 - a. Creation of an information exchange forum
 - b. Identify Best Practices regarding imaging
 - c. Clarify imaging-related processes
 - i. ASLAPR - Approvals
 - ii. GITA – PIJ Process
 - iii. Project Management
 - d. Identify opportunities for information sharing
 - e. Improve communication – Provide a centralized location for imaging documentation
 - f. Document “Where and How to Start an Imaging Project”
 - g. Document “Lessons Learned” and create a FAQ data base
 - h. Create continuity between implementations
 - i. Address transfer of knowledge capability
 - i. How? Where? When?

- j. Create related User Group communities
 - i. Document Management User Group
 - ii. Electronic Records Management User Group
 - k. Create “Peer Review Committee”
 - l. Create “Presentations/Education” repository
 - m. Identify measurable results/products for the group – How can we determine success?
 - n. Identify system maintenance requirements
 - i. Forecasting models
 - ii. Return On Investment (ROI) factors
 - iii. Planning for advancements in technology
 - iv. Growth and changes to systems
 - v. “Sunsetting” of a system
3. Laurie Sletten, ASLAPR, provided a presentation on the ASLAPR Approval Process. The presentation will be available on-line soon!
4. Lori Massegee provided a one page paper on document imaging which was prepared for the Governor’s Cabinet meeting to be held later that day. The presentation was well-received by Cabinet members. Several new members have been added to our Statewide Image User Group due to the presentation.
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FUTURE MEETING AGENDA ITEMS:

- 1. Prioritize the group’s goals and identify the top 5 for immediate focus!
- 2. The “Good”, the “Bad” and the “Ugly” of Imaging Projects – If you would like to volunteer to share your imaging project lessons with the group, please contact Lori Massegee (lori.massegee@azdoa.gov)
- 3. Brainstorming – Imaging Project Checklist – We would like your feedback regarding the initial “Document Imaging Project Requirements” checklist provided by GITA. What needs to be added? How can we expand the list and make it more useful? Please bring your feedback to the September meeting!
- 4. Meeting dates for the remainder of 2007 are as follows:
 - Aug 15 – ADOA, room 303, 9:00-10:00
 - Sept 19
 - Oct 17
 - Nov 21
 - Dec 12

Feel free to invite additional groups!

We will see you at the August meeting!